**NIMAS/FL On-Line Ordering System - Help System**

**What is NIMAS?**  
  
Please follow this [link](https://olo.sdhc.k12.fl.us:444/images/nimasfaq.pdf" \t "_blank) for a NIMAS specific FAQ. Other questions on this page only provide answers to questions on how to use the online ordering system.   
  
**How does a student qualify to receive materials from NIMAS/FL?**  
  
Eligible students are "blind or other persons with print disabilities," which means children served under IDEA who qualify to receive books and other publications produced in specialized formats in accordance with the Act entitled "An Act to Provide Books for the Adult Blind," approved March 3, 1931, 2 U.S.C. 135a.  
  
**How do I register a student?**  
  
You can register your student by clicking on the *New Student* button and completing the online form.   
  
**My student is registered, but I don't know the student's ID number.**  
  
All orders require a Student ID number to be entered. Be sure you have this number before starting an order.   
  
To obtain the number for new students, click on the *View Status* button. When the new student registration has been approved, a student number will be displayed in the "Completed" table. Please contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Questions-%20Request%20Student%20ID&Body=District:%0d%0a%0d%0aNIMAS%20Student%20Name:%0d%0a%0d%0aSchool:) to send an email to request a Student ID number.  
  
**What if my desired delivery shipping location is not listed?**  
  
NIMAS/FL can only ship books to approved shipping locations. If you would like to add a location which is not listed currently, please contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Question-%20Adding%20a%20Location&Body=Name:%0d%0a%0d%0aName%20of%20new%20NIMAS%20Shipping%20Location:%0d%0a%0d%0aAddress:%0d%0a%0d%0aReason:) to request approval.  
  
**Can I order books through NIMAS/FL?**  
  
Only Digital Rights Managers appointed by the District ESE Administrator in each school district are authorized to order specialized formats through NIMAS/FL. If you are a Digital Rights Manager for a Florida School District, contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Questions-User%20Name%20and%20Password%20Request&Body=This%20is%20a%20request%20for%20a%20NIMAS%20User%20Name%20and%20Password%20from:%0d%0a%0d%0aName:%0d%0a%0d%0aEmail:%0d%0a%0d%0aAddress:%0d%0a%0d%0aPhone:%0d%0a%0d%0aDistrict:%0d%0a) to request your User Name and Password.  
  
  
**How do I contact NIMAS/FL?**  
  
NIMAS Florida  
4210 W Bay Villa Ave  
Tampa, FL 33611-1206  
800-282-9193  
813-837-7979 fax  
Home Page:

[**NIMAS/FL New Student Registration System - Help System**](http://www.FIMCVI.orghttp://www.fimcvi.orghttp://www.FIMCVI.org/a)

<http://www.FIMCVI.orghttp://www.fimcvi.orghttp://www.FIMCVI.org/a>**Who can register a student?**  
  
District Administrators of Exceptional Student Education in each school district or the directors of other Florida institutions have the authority to designate Digital Rights Managers (DRM) in the districts to register students and order materials through NIMAS/FL.  
  
A **DRM** having a NIMAS/FL issued User ID Number and Password may register and edit student records throughout the year. However, a **DRM** may or may not be able to update student records for the Annual Census at the discretion of the district administrator.  
  
To obtain information on becoming registered as a **DRM** please contact your district ESE Administrator.   
  
**I am an ESE Administrator. How do I designate a Digital Rights Manager (DRM) to order materials from NIMAS/FL**?  
  
Contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Questions-NIMAS/FL%20DRM%20Authorization%20Name&Body=I%20am%20a%20Florida%20District%20Administrator%20of%20Exceptional%20Student%20Education%20requesting%20information%20to%20designate%20the%20following%20person%20to%20register%20students,%20order%20materials%20and%20edit%20student%20records%20for%20students%20who%20qualify%20for%20NIMAS%20derived%20materials.%20My%20official%20contact%20information%20is%20included%20as%20my%20signature.%0d%0a%0d%0aFrom%0d%0a%0d%0aName:%0d%0a%0d%0aJob%20Title:%0d%0a%0d%0aEmail:%0d%0a%0d%0aAddress:%0d%0a%0d%0aPhone:%0d%0a%0d%0aDistrict:%0d%0a%0d%0aFor%0d%0a%0d%0aName:%0d%0a%0d%0aJob%20Title:%0d%0a%0d%0aEmail:%0d%0a%0d%0aAddress:%0d%0a%0d%0aPhone:%0d%0a%0d%0aDistrict:%0d%0a) to submit a request to authorize a Digital Rights Manager for your district. NIMAS/FL requires that all such requests must be in writing and signed by the ESE Administrator.  
  
**Am I authorized as a DRM with NIMAS/FL?**  
  
First, check with your director to determine if your name has been submitted to NIMAS/FL as a **DRM** NIMAS/FL User and allowed you access to update student records.  
  
To obtain information on becoming registered, please contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Questions-%20Becoming%20Registered%20User&Body=Request%20to%20become%20a%20registered%20NIMAS%20user%20from:%0d%0a%0d%0aName:%0d%0a%0d%0aEmail:%0d%0a%0d%0aAddress:%0d%0a%0d%0aPhone:%0d%0a%0d%0aDistrict:%0d%0a) to send an email.  
  
**What are the basic qualifications for eligibility?**  
  
Insert a link to a training document here.  
  
**When should students be registered?**  
  
A qualifying student should be registered after the IEP team has made the following determinations:  
  
**What if the student does not meet the qualifications to receive NIMAS derived materials?**  
  
While registering a new student you may find that the student does not meet all of the qualifications. Not all students with reading disabilities are eligible for specialized formats derived from NIMAS files. Though a student may not be eligible to receive materials derived from NIMAS files, the district is still responsible for ensuring that the student receives materials in accessible formats.   
  
**Where can I find my student's ID Number?**  
  
To obtain the number for new students, click on the *View Status* button then select *New Students*. When the new student registration has been approved, a student number will be displayed in the "Completed" table. Please contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Website%20Questions-%20Request%20Student%20ID&Body=District:%0d%0a%0d%0aStudent%20Name:%0d%0a%0d%0aSchool:) to send an email to request a Student ID number.

**NIMAS/FL Editing Student Records - Help System**

**Why do I get a message that the student record can't be found or is inactive?**  
  
If you are looking for a record that was recently entered as a new student, the registration may not have been approved at NIMAS/FL. Check the status of a new student registration by clicking on the *View Status* button and selecting *New Students*. Any student listed under *Processing* or *Need More Information* cannot be edited.  
  
If you are looking for a record that has already been approved, the record may not have been updated during the last Annual Census or the student may have been removed from your district registry by another district designee. This action would move the student record to an inactive file. The record may also have been edited recently and may be locked until the edit is approved.  
  
**Should I wait until the Annual Census to update my students records?**  
  
No. The system is available continuously in order to allow you to keep all information current and make it easier to complete the Annual Census. If the information is up to date at the time of the Annual Census, it will be a simple matter to do a quick review and confirm the data.  
  
**After I have edited all of my students, how can I get a printout of their names and Student ID numbers?**  
  
Click on the *View Status* button and select *Edited Students*. Click and drag to select the information you need and paste it into a document for your files.  
  
**How do I register a student moving from another District in Florida?**  
  
If the student is moving from another District in Florida, contact NIMAS/FL or [click here](mailto:mstoltz@FIMCVI.org?cc=mstoltz@FIMCVI.org&Subject=NIMAS%20Student%20ID%20Request%20for%20Registration&Body=This%20is%20a%20request%20for%20a%20Student%20ID%20Number%20for:%0d%0a%0d%0aStudent:%0d%0a%0d%0aDate%20of%20Birth:%0d%0a%0d%0aMoving%20From:%0d%0a%0d%0aMoving%20To:%0d%0a%0d%0aMy%20Name:%0d%0a) to send an email requesting the Student ID Number for the student.  
  
**How can I check on recent edits to student records?**  
  
Check the status of recent edits by clicking on the *View Status* button and selecting *Edited Students*. Any student listed under *Processing* or *Need More Information* cannot be edited.